

STATE OF HAWAII  
Accounting Manual

---

Volume III

Part 300: Deductions from Gross Payroll

Page 353.01

SECTION 353: MOTOR VEHICLE INSURANCE

General Comments

Under Act 137, S.L.H. 1972, payroll deduction is authorized for motor vehicle insurance premiums under mass merchandising plans approved by the State's Insurance Commissioner.

There are two procedures by which the premiums may be deducted under the State's payroll system for State employees:

1. Through employee associations or organizations. Under this procedure, an employee authorizes deductions to be paid to his employee association or organization. The TYPE code for deduction under this procedure is EO, and the authorization form used is SAFORM D-60. (Refer to the Section in this part of the Accounting Manual covering EMPLOYEE ORGANIZATIONS.)
2. Through a blanket authorization made to the insurer. Under this procedure, an employee authorizes the insurer to make whatever deduction is necessary to cover required premiums. The insurer provides the State directly with the deduction information each payroll period. The TYPE code for deduction under this procedure is MV, and the authorization form used is SAFORM D-62. This procedure is covered in the remainder of this Section.

Form

The MOTOR VEHICLE INSURANCE DEDUCTION AUTHORIZATION, SAFORM D-62, is used to authorize the deduction of premiums for motor vehicle insurance or to cancel any previous authorization made. Refer to Part 700, Appendix, for form illustrations and related instructions.

Procedures

The General Voluntary Deduction Procedures as presented in SECTION 340: VOLUNTARY DEDUCTIONS are followed in processing Motor Vehicle Insurance authorizations or cancellations.

More specific procedures for the preparation, review, and routing of SAFORM D-62 are described below. In some cases, insurers or related employee organizations may prescribe initial routing that varies from the procedures below; in all cases, however, the instructions for completing SAFORM D-62 and the deadlines for its submission to Central Payroll must be adhered to.

September 1, 1973

STATE OF HAWAII  
Accounting Manual

---

Volume III

Part 300: Deductions from Gross Payroll

Page 353.02

SECTION 353: MOTOR VEHICLE INSURANCE

Procedures (cont'd.)

I. DEPARTMENTAL

Preparation, Review, and Routing of SAFORM D-62.

1. The appropriate office within the employing department or agency may assist any employee in completing one copy of SAFORM D-62. The respective department or agency reviews the form for completeness.
2. Forms for new authorization must be submitted to the insurer for acceptance; they may be submitted on a daily basis.
3. Forms for cancellation may be submitted to Central Payroll on a daily basis, but no later than 4:00 p.m. of the third work day of either pay period in a month, if they are to be reflected in that pay period.

II. OTHERS

A. Insurer

1. Forms for new authorization must be submitted to Central Payroll, DAGS, by 4:00 p.m. of the first work day of the month, if they are to be reflected in the payroll of that month.
2. Punched change cards with the new deduction amounts must be submitted to Central Payroll, DAGS, once a month, by 4:00 p.m. of the first working day of the month, if they are to be reflected in the payroll for that month.
3. An alpha listing by employee with social security number and amount of deduction must be provided monthly to Central Payroll in support of the deductions as last revised by change cards submitted with the listing.

B. Central Payroll

1. Change cards improperly punched by the insurer and rejected by the payroll system will be returned to the insurer with the Payroll Assignment Register and warrant within two working days following the first-half payroll period of the month.